

CHAPTER 5 - ADULT CUSTODY AND SECURITY OPERATIONS

ARTICLE 46 – INMATE HOUSING ASSIGNMENTS

Effective April 13, 2009

[Sections 54046.1 through 54046.3 are unchanged]

54046.4 Review of Inmate's Case Factors

All staff involved in the review and approval of an inmate's housing assignment must be cognizant of all available factors to be considered prior to determining an inmate housing assignment.

When evaluating compatibility, the approving authority shall consider each inmate candidate's background and make a discretionary decision based on case factors that include, but are not limited to, the following:

- Length of sentence.
- Enemies and victimization history.
- Criminal influence demonstrated over other inmates.
- Vulnerability of the inmate due to medical, mental health, and disabilities.
- Reason(s) for segregation.
- History of "S" suffix determination.
- History of in-cell assaults and/or violence.
- Prison gang or disruptive group affiliation and/or association.
- Nature of commitment offense.

Staff involved in the review of an inmate's case factors must be particularly aware of case factors that indicate an inmate has been either the victim of, or the perpetrator of, a sexual assault, and must screen for appropriate housing pursuant to Chapter 5, Article 44.

A classification committee and/or the screening authority shall review the Central File (C-file) and other available information to determine if the inmate has a history of in-cell assaultive, abusive, or predatory behavior towards a cellmate, or has been the victim of a sexual assault. A staff member at the level of a correctional supervisor or above shall be designated as the screening authority. Staff shall weigh circumstances documented in the C-file such as:

- Documented reports from a prior cellmate(s) the inmate intimidated, threatened, forced, and/or harassed him or her for sex.
- Documentation the cellmate(s) refused to return to a cell occupied by the inmate because of fear, threats, or abuse perpetrated by the inmate.
- Documentation the inmate has been the victim of a sexual assault.
- Adjudicated Department Rules Violations Reports (RVR) where the inmate was found guilty as a perpetrator in an act of physical abuse, sexual abuse, sodomy, or other act of force against a cellmate.

54046.5 Initial Screening

Revised September 6, 2013

Upon arrival at an institution reception center, a program institution, or an ASU or SHU, an inmate shall be screened for an appropriate housing assignment. The screening authority shall review the C-file and other available information, interview the inmate, and complete the Strategic Offender Management System (SOMS) Initial Housing Review (IHR).

Based on available information, including an interview with the inmate, the screening authority shall determine if the inmate is suitable for dorm/cell housing with or without restrictions. Restrictions are any case factors which may limit the inmate's placement options at the institutions, such as, but not limited to:

- Security issues including ASU and SHU placement.
- Request for Protective Custody.

- Medical or mental health case factors.
- Integrated Housing Code.

Staff will continue to ensure current housing policies regarding special category inmates such as *Coleman, Plata, Madrid, Armstrong, and Clark*, covered under specific litigation, remain in place during the housing process. Staff will also ensure those inmates in need of effective communication will be provided appropriate accommodation during the process.

Additionally, the screening authority shall review prior in-cell behavior towards cell partners. Verification an inmate is or has been predatory towards a cell partner, has a history of in-cell sexual abuse, is or has been assaultive towards a cell partner, has been the victim of in-cell physical or sexual abuse, or demonstrates any significant in-cell violence against a cell partner, shall require the inmate be referred to a Unit Classification Committee (UCC) and/or an Institution Classification Committee (ICC) for single-cell status consideration.

The screening authority shall document the placement concerns which require single-cell assignment on the IHR. If the information is derived from the inmate interview, the screening authority shall document the interview information on a CDC Form 128-B, General Chrono, and reference it as supporting documentation by date on the IHR. If single-cell status is recommended by a screening authority at the level of Correctional Sergeant, an approving authority at the level of Correctional Lieutenant or above will document their approval, or disapproval, on the IHR/Single Cell approval.

[Section 54046.5.1 is unchanged]

54046.6 Documentation

Revised September 6, 2013

The decision regarding inmate housing and determination of suitability for dormitory or celled housing, eligibility for double housing, or designation of single-cell status, shall be documented as follows:

- IHR.
- CDCR Form 1882-B.
- In the Evaluation section of the Institutional Staff Recommendation Summary for Reception Center inmates.
- On the CDC Form 128-G during the following actions:
 - Initial Review.
 - Annual Review.
 - Housing Review (including reasons for segregation).
 - Referral to the Classification Staff Representative.
 - Referral to the Departmental Review Board.

The designation of an “S” suffix shall be documented and affixed to the inmate’s custody on the following documents and data:

- CDC Form 262.
- Distributed Data Processing System.
- CDC Form 128-G.
- IHR.
- Temporary Single Cell Status Request.

Affixing and removing Single Cell and Temporary Single Cell Designation in SOMS

SOMS can accommodate the two types of Single Cell designations, **Temporary Single Cell** and **Single Cell** status (“S” suffix that has been affixed by Classification Committee).

The Temporary Single Cell is designed to appropriately house an inmate pending confirmation by Classification Committee and affixing an “S” suffix. A Temporary Single Cell is affixed in SOMS via SOMS screens IPTT105-Initial Housing Review or IPTS028B-Temporary Single Cell Status Request.

An “S” suffix must be entered in the Distributed Data Processing System (DDPS) via the Counselor entry screen. Once the entry is made in DDPS the “S” suffix is automatically transferred to SOMS within an hour of

entry. Once SOMS has received the “S” suffix designation it is reflected in the Inmate Header and SOMS prevents the “S” suffix inmate from being housed with another inmate.

Review and Approval/Denial of Temporary Single Cell Status on the SOMS IHR.

Temporary Single Cell requests must be approved by a staff member at the level of Correctional Lieutenant or higher. The Approving staff member shall note the Approval or Denial of the Temporary Single Cell in SOMS.

Confirmation/Denial of Temporary Single Cell requests at Classification Committee review in SOMS.

If as a result of Committee decision the Temporary Single Cell inmate will be given an “S” suffix, the approval will be entered on SOMS screen IPTS028B and the “S” will be entered in the Counseling entry screen of the DDPS. Once the “S” is entered in DDPS it will automatically update SOMS and the “S” will be displayed in the inmate’s SOMS Header.

If Committee elects to disapprove the “S” suffix no entry will be required in DDPS. However, the decision to remove the Temporary Single Cell must be entered in SOMS in order to remove the Temporary Single Cell status from the inmate.

If an inmate has been incorrectly identified as single-cell status after a UCC/ICC action, a subsequent UCC/ICC action shall be required to remove/correct the “S” suffix.

To reduce the possibility of housing single-cell status inmates with another inmate or non-designated single-cell housing status inmate, staff shall review the housing status of all inmates being processed for a bed cell move via SOMS prior to authorization.

54046.7 Double-Cell Assignments in General Population

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Unless approved for single-cell assignment, inmates are expected to share occupancy of living quarters, either in a dormitory setting or within an individual cell. The day of arrival at an institution, facility, or a reception center, an IHR shall be completed, and if the screening authority determines there are no double-cell prohibitions, the inmate shall be expected to double cell. If the inmate refuses to double cell, progressive discipline shall be initiated, and the inmate will be considered for alternative and more restrictive housing.

[Sections 54046.7.1 through 54046.13 are unchanged]